



## Need a Little Help "Fine-tuning" Your Job Search Skills?

Your Job Service Workforce Center,  
1018 7<sup>th</sup> St South, Has These Workshops  
Available in: DECEMBER 2011

**RESUMES THAT WORK:** Covers all aspects of preparing a resume, including the different styles of resume, what information to include and an overview of Workforce Center resources available to assist you. \*\*

**Tuesday: DECEMBER 13, 27 10:00-11:30 AM**

**BASIC COMPUTER LITERACY:** This is a very basic computer workshop for beginners. Topics are: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

**Wednesday: DECEMBER 14, 28 10:00-11:30 AM**

**JOBS ONLINE:** Would you like to register with Job Service, update your information, use the computer for your job search? Would you like a fast and easy way to check out our jobs? This workshop covers how to utilize the Internet and specifically the website jobs.mt.gov in your job search.

**Thursday: DECEMBER 15, 29 10:00-11:30 AM**

**INTERVIEWING INSIGHTS:** A comprehensive discussion of interviews, including the various types, how to prepare for them, and appropriate dress and appearance.

**Thursday: DECEMBER 15, 29 1:30 - 3:00 PM**

**WORKIN' IT OUT:** A three-day workshop designed to teach successful workplace problem-solving skills, such as conflict resolution and decision-making. Certificate upon completion.

**Scheduled: DECEMBER 6, 7, 8 9-12 noon and 1-4:45**  
**DECEMBER 20, 21, 22 9-12 noon and 1-4:45**

(9 am Start time DECEMBER 8 AND 22 only, no afternoon session)

**\*\* Please bring to the Resume workshop a *Personal Data Sheet* [available at the Workforce Center Resource Desk], or other work history information.**

**\*\*\* Ending times for all workshops may vary depending upon participation. Please allow extra time if attending..**

**-If further information is needed, please call: 791-5800**